

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)

TCEQ: [www.tceq.texas.gov](http://www.tceq.texas.gov)



[www.takecareoftexas.org](http://www.takecareoftexas.org)

**State Title:** Information Specialist IV  
**Functional Title:**  
**Job Posting:** 18087  
**Monthly Salary:** \$4023.16  
**Salary Group:** B21  
**Posting Date:** 11/17/2017  
**Close Date:** Open Until Filled  
**Section/Division:** Publishing Section/Comm & Igr Division  
**Work Location:** 12100 Park 35 Circle, Austin, TX 78753  
**Openings:** One  
**Position #(s):** 10031

### **Job Description:**

Coordinates development of usable and accessible web and other communication products for the Texas Commission on Environmental Quality (TCEQ). Participates in developing and maintaining the navigational architecture of agency websites, ensuring goal-oriented, task-based navigation for multiple audiences. Conducts or participates in usability assessments and testing of websites and applications. Works with various agency program staff and management, reviews or develops goals and strategies to ensure web content meets the needs of the intended audience and adheres to the agency's publishing standards and guidelines, including accessibility and usability. Coordinates customer needs with production schedules, communicating status of projects and ensuring documentation. Makes presentations to various levels of staff. Edits and proofreads technical and general information copy to arrive at polished, professional products for the web and print. Collaborates with program contacts throughout the editing process to ensure edits do not change meaning and to obtain additional information to ensure completeness and accuracy. Uses plain-language techniques to translate vague, technical, or legal language to fit the specific audience, adhering to agency style and accessibility guidelines. Recognizes and orchestrates correction of accessibility problems with webpages and Word documents. Keeps abreast of web and print publishing issues. Works with co-workers to continuously review and update the agency's publishing standards and guidelines and the division's operating procedures. Conducts and assists in developing agency training and education regarding writing in plain language and other publishing topics.

### **Military Occupational Specialty (MOS) Codes:**

46Q, 46R, 46Z, 46A, 46X, MC, 165X-RL, 340, 360, PA, YN, 03, 019, INF, MGT13, 4313, 4341, 8711, 4302, 4305, 8055, 3NOX0, 3NOX2, and 35PX

### **Minimum Qualifications:**

A bachelor's degree with a major in journalism, public relations, advertising, communications, English, or a natural resources or science related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus three years of full-time experience in writing, scripting, editing, related areas in communications, or in positions involving such activities as journalism, outreach, public relations, advertising, preparation of public information releases and reports, and other news materials, or performing related activities in a public or private enterprise.

OR Four years of full-time experience in writing, scripting, editing, related areas in communications, or in positions involving such activities as journalism, outreach, public relations, advertising, preparation of public information releases and reports, and other news materials, or performing related activities in a public or private enterprise.

**Preferred Requirements:**

Experience with information architecture of websites and/or navigation principles.  
Experience in preparing and/or conducting usability tests for websites or applications.

**Special Requirements:**

Moving up to 30 pounds of laptop and projector.

**Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

**To Apply:**

Email a State of Texas application to [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov); or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer